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STATE OF OHIO
DEPARTMENT OF PUBLIC INSTRUCTION
BULLETIN No. 4, 1914 WHOLE NUMBER 4

CERTIFICATION OF TEACHERS

Monograph

DECEMBER, 1914

STATE OF OHIO
DEPARTMENT OF PUBLIC INSTRUCTION
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Certification of Teachers

LAWS, DECISIONS AND RULINGS

Concerning the Granting of Certificates
with or without Examination by
City, County and State Boards
of School Examiners

THE DEPARTMENT OF PUBLIC INSTRUCTION
FRANK W. MILLER, Superintendent

DECEMBER, 1914

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CERTIFICATION OF TEACHERS IN OHIO.

1. *Teachers' certificates* of certain forms are granted by

   (A) The State Board of School Examiners.
   (B) The Superintendent of Public Instruction.
   (C) County Boards of School Examiners.
   (D) City Boards of School Examiners.

(A) The State Board of Examiners issues life certificates as follows:

(a) Upon examination — Elementary; High School; Special

(b) Without examination

1. *After twenty-four months teaching on State provisional certificate* — Elementary; High School; Special
2. *To holders of degrees from approved colleges* — High School

(B) The Superintendent of Public Instruction issues certificates as follows:

(a) Provisional certificates for four years — Elementary; High School; Special

(b) Renewals

1. Five-year — Elementary; High School; Special (including Special Primary)
2. Eight-year — Elementary; High School; Special (including Special Primary)

A brief outline of certificates in this State is given in Bulletin No. 2, September, 1914, and a discussion of certification of graduates of normal training classes is given in Bulletin No. 1, August, 1914.

Preference should be given to the text of this bulletin where it is at variance with that of former bulletins.

(C) The County Boards of Examiners issue certificates as follows:

(a) Original certificates

1st. Upon Examination

1. One-year { Elementary / High School / Special }
2. Three-year { Elementary / High School / Special }
3. Temporary valid until September 1st { Elementary / High School / Special }

2nd. Without Examination

1. Emergency when shortage of teachers { Elementary / High School / Special }
2. Temporary until next examination { Elementary / High School / Special }
3. To non-graduates completing one-year normal course { Elementary / High School / Special }
4. To high school graduates completing one-year normal course { Elementary / High School / Special }
5. To holders of certificates granted by other boards { Elementary / High School / Special }

(b) Renewals

1st. Of certificates granted under old laws

1. Two-year { Elementary / High School / Special / Special Primary }
2. Three-year { Elementary / High School / Special / Special Primary }

2nd. Of certificates granted under new laws

1. Three-year by examination { Elementary / High School / Special }

2. One-year to those completing one-year normal course

(a) For one year { Elementary / High School / Special }

(b) For three years { Elementary / High School / Special }

(D) The City Boards of Examiners issue certificates as follows:

(a) Original certificates

1st. Upon Examination

1. One-year { Elementary / High School / Special }

2. Three-year { Elementary / High School / Special }

2nd. Without Examination

1. Temporary until next examination { Elementary / High School / Special }

2. To holders of certificates granted by other boards { Elementary / High School / Special }

(b) Renewals

1st. Of certificates granted under old laws

1. Two-year { Elementary / High School / Special }

2. Three-year { Elementary / High School / Special }

2nd. Of certificates granted under new laws

1. One-year { Elementary / High School / Special }

2. Three-year { Elementary / High School / Special }

2. *The laws of the State* regarding the certification of teachers underwent a radical change taking effect May 19th, 1914. But all certificates issued under the old law remain valid for their full period.

LIFE CERTIFICATES.

3. *Life certificates* are granted only by the State Board of School Examiners, but they are countersigned by the Superintendent of Public Instruction. The State Board of School Examiners issues no certificates other than State life certificates.
4. *Meetings of the State Board* of School Examiners are held in the latter part of June and of December of each year. Certificates will be granted by this Board only at the time of a semi-annual meeting, but all applications for certificates at their hands must be filed with the Superintendent of Public Instruction thirty days before the meeting. The exact date of the next meeting and an application blank may be secured by addressing the Superintendent of Public Instruction, Columbus, Ohio. A person requesting a blank should state whether application is to be made for certificate by examination or without examination. The statutes provide that each applicant shall pay a fee of five dollars. This is collected when the applicant appears before the examiners.

Life Certificates Without Examination:

5. *The holder of a degree* from a college that has been approved by the Superintendent of Public Instruction may upon satisfactory evidence that he has completed fifty months of successful teaching in public schools secure a life high school certificate without examination. The applicant must satisfy the Examiners as to his success in teaching. The fifty months of experience must have been in Ohio unless the applicant is teaching in Ohio. An applicant under this law must appear before the Board on the first day of the semi-annual meeting. The approval of colleges by the Superintendent of Public Instruction prior to the date that the law went into effect will not govern in determining the standing of a college. No institution will

be approved that does not require for a degree four years of study after graduation from a first grade high school. No elementary or special life certificates are granted on college or normal credits. On such credits state provisional certificates may be granted as explained below. The life high school certificates issued under this law are valid for teaching in elementary schools also.

6. *The holder of a state provisional certificate may,* upon satisfactory evidence that he has completed twenty-four months of successful teaching in public schools after securing that provisional certificate, secure a life certificate of the same kind (high school, elementary or special) without examination. The applicant must satisfy the Examiners as to his success in teaching. The twenty-four months of experience may be within or without this State, but the Examiners cannot promise to accept it unless they can secure definite information from sources known to them. The provisional certificate may be one secured under the old or new law. Such life certificates will not be granted unless application is made within five months after the expiration of the provisional certificate. Applicants under this law must appear before the Board on the first day of the semi-annual meeting.

Life Certificates on Examination:

7. *After January first, 1915,* no one will be permitted to take the examination for a life certificate of any kind who is not a graduate of a first grade high school and has not had a year's course in an approved college or normal school. These conditions are prerequisites for admission to the examination: fulfilling these conditions does not entitle one to a certificate without examination. This requirement is to be increased January 1st, 1920, to a two years' course in college or normal school. Applicants must file official evidence of college or normal school attendance and credits. Fifty months of successful experience in teaching is also required for eligibility to such certificates. Experience in other states is valid if approved.
8. *Elementary life certificates* are issued on examination in orthography, reading, writing, arithmetic, English grammar

and composition, geography, history of the United States, physiology, scientific temperance, literature, elementary agriculture, elementary algebra, elementary physics, physical geography, and theory and practice of teaching. Only those are eligible to take the examination who present evidence satisfactory to the Board that they have completed fifty months of successful teaching in public schools.

9. *High school life certificates* are issued to holders of elementary life certificates on examination in geometry, high school English, either Latin or German, civil government, advanced algebra, advanced physics, psychology, history of education, science of education, and three branches selected from the following: German or Latin, chemistry, botany, zoology, geology, astronomy, trigonometry, economics, manual training, and home economics. The applicant must prove continued success in teaching. As holders of elementary life certificates issued under the Hawkins Law by the State Board of School Examiners secured them without examination, they can secure high school life certificates only on examination by the Board in the elementary and high school branches.

10. *Special life certificates* are issued in penmanship, drawing, music, physical training, manual training, home economics, and such other subjects as are required to be taught by special teachers or supervisors. An applicant for a special certificate must be examined in the special branch or branches and in English, theory and practice of teaching, history of education and science of education. The experience qualifications are the same as for the elementary life certificates by examination.

11. *Holders of state certificates in other states* may receive credit at the discretion of the Board in the subjects covered by their certificates. Only life certificates or state certificates of the highest grade, secured by examination, are given recognition. Evidence of successful teaching satisfactory to the Board must be furnished and the applicant must appear before the Board and must take the examination in the subjects not covered by the certificate. Such applicants will also be required to have the scholastic preparation required

for admission to the examination for a life certificate in this State as specified above.

12. *A fee of fifty cents will* be charged for a duplicate of an Ohio life certificate lost by the holder.

STATE PROVISIONAL CERTIFICATES.

13. *Four-year state provisional certificates* are granted by the Superintendent of Public Instruction. The provisional certificates are elementary, high school, or special. These are the only kinds of certificates granted by the Superintendent of Public Instruction, except renewals of five- and eight-year certificates.

14. *Only graduates of approved colleges or normal schools* may be granted provisional certificates by the Superintendent of Public Instruction. A list of colleges and schools approved for preparation for the several provisional certificates is made by the Superintendent of Public Instruction. The approval of a college or school for another purpose or under another law does not involve its approval for this purpose or under this law. An applicant for such a certificate must also be a graduate of a first grade high school or have the equivalent of that work, besides the college and normal work detailed below for the several certificates.

15. *The fee for a state provisional certificate* of any kind is one dollar. The fee will be returned if the application is rejected. Application must be made on a form which is furnished by the Superintendent of Public Instruction. The application accompanied by the fee, and by a detailed transcript of credits from the college or normal school upon graduation from which the application is based, is to be filed with the Superintendent of Public Instruction, Columbus, Ohio: but graduates of the state normal schools at Athens and Kent, and of the Teachers' College of the University of Cincinnati need not file such transcripts of credits, as these schools have furnished complete lists of graduates entitled to the respective certificates; while a graduate of the state normal at Oxford should send the fee of one dollar to the Dean of that Institution, with the request that he furnish to this office the credentials required—but in all

cases the blank to be filled out by the graduate is to be forwarded direct to this office.

16. *Provisional certificates are dated* from the preceding September 1 if applied for before May 1 of any school year. If applied for after that date they are dated from the following September 1.

17. *All state provisional* certificates are valid for four years in any school district in the State. After twenty-four months of successful teaching on such certificate the holder may secure from the State Board of School Examiners by appearing before them at the time of the semi-annual meeting, and upon furnishing the evidence and paying the fee as stated above in section 6, a life certificate of like kind without examination.

18. *Teachers of experience* are excused from none of the requirements for state provisional certificates except that of practice teaching and observation of teaching, or a part of that requirement on the following basis: those who have taught for five years are not required to file any credit in practice teaching and observation of teaching; those who have taught less than five years are excused from as many fifths of the number of semester hours of practice teaching and observation of teaching prescribed below as they have had years of experience in teaching. But those who are excused from the practice teaching and observation of teaching, or part of it, must have at least thirty semester hours of professional credit, so their credits in some other subjects may have to be greater than would be necessary if they presented the full amount of credit in practice teaching and observation.

19. *Graduates of the past* of institutions approved under the new provisional certificate laws may secure the certificates provided they have in full the academic and professional requirements as they are now prescribed. They may make arrangements with the institutions from which they were graduated to make up in Summer school or otherwise all credits which they may lack, and the certificates may be issued when the college or normal school certifies that the credits are complete.

20. *Institutions outside of Ohio* will for the most part not be visited and listed by this Department as approved schools. But after the school year 1914-1915 the cases of graduates of all such schools will be considered and passed upon individually, and if the applicant has the amount and sort of credit required and if the institution is accredited for the training of teachers by the state in which it is situated, the certificates may be issued.

21. *Holders of state certificates in other states* cannot thereby secure certificates from the Superintendent of Public Instruction. Their credentials will be considered by the State Board of School Examiners as explained in Section 11 above only in case their certificates were secured by examination.

22. *Elementary provisional certificates* are granted only to those who complete a two years course and secure a diploma from an approved institution for the training of teachers. No institution receives approval which does not require as an entrance condition graduation from a first grade high school (a high school approved by the State Department of Public Instruction for four years of academic study), and which does not require for a diploma of graduation in the elementary teachers' course the following professional training: a total of thirty semester hours, including a minimum of two semester hours in Psychology, two in Primary or Special Methods, four in General Methods, three in History of Education, three in Science or Principles of Education, three in School Organization and Course of Study, and four in Practice Teaching and Observation of Teaching. *A semester hour is an hour's recitation per week for eighteen weeks.* If the actual number of hours spent in the classroom is divided by 18 the quotient is semester hours.

23. *High school provisional certificates* are granted only to holders of degrees from approved institutions for the training of high school teachers. No institution receives approval which does not require as an entrance condition graduation from a first grade high school, and which does not require for graduation in the courses designed for the preparation of teachers four years of study including the following professional training: a total of thirty semester

hours in education, philosophy, ethics, and sociology, with a minimum of fifteen in education which must include three semester hours of Practice Teaching and Observation of Teaching, and two semester hours each in History of Education, Science or Principles of Education, Methods (General or Special), School Organization including Management and School Laws, and Psychology.

24. *Special provisional certificates* are granted only to those who complete a special two year course, with training school experience, in an approved institution for the training of teachers in a study or studies required to be taught by special teachers or supervisors. No institution receives approval which does not require the entrance conditions and professional training prescribed above in Section 22 for schools approved for preparation for elementary provisional certificates.

25. *A fee of twenty-five cents* will be charged for a duplicate of a state provisional certificate lost by the holder.

COUNTY CERTIFICATES.

26. *Teachers in all village and rural school districts* must hold teachers' certificates valid in the county in which such school district belongs. County certificates must therefore be held by all public school teachers except those teaching in city school districts, and those holding state certificates in Ohio, or renewals of certificates by the Department of Public Instruction of Ohio. In all cases the certificate held must correspond with the kind of school taught, being elementary, high school, or special in the branch or branches taught by a special teacher or supervisor. If a rural elementary teacher has a class or classes in higher branches (but not in a recognized high school) he is not required on that account to hold a high school certificate. A teacher who is teaching what is commonly regarded as a special branch (such as household economics) must hold a special certificate in order to teach it in both elementary and high schools, but may teach it in only elementary schools on an elementary certificate, or in only high schools on a high school certificate.

27. *Superintendents of schools* as well as high school teachers must hold high school certificates. Superintendents in villages which are not in county school districts, district superintendents and superintendents of special supervision districts must hold high school certificates valid in the county. County superintendents must hold high school certificates, the sort depending upon which clause of section 4744-4, general code, the superintendent qualifies under. Principals of consolidated and village schools which have high schools must hold high school certificates; principals of those schools which are elementary only must hold elementary certificates. Teachers teaching part time in an elementary room and part time in a recognized high school must hold both certificates.
28. *No person under eighteen years of age* can be granted any teacher's certificate or be admitted to a written examination for any teacher's certificate.
29. *Primary certificates* valid in the first four grades were authorized by a former law, but this has been repealed and no such certificates are granted except as renewals of certificates formerly issued.
30. *Five- and eight-year county certificates* are valid in all counties in the State. However, the laws providing for the issuing of such certificates have been repealed, but the existing certificates continue valid as before. Renewals of these certificates are made valid in all school districts of the State as explained below in Sections 65-71 and 104.
31. *The county superintendent of schools* is a member and is clerk of the county board of school examiners. He shall collect a fee of fifty cents from each applicant for a certificate (whether original certificate or renewal) on each day of examination.
32. *The moral character* of all applicants is to be passed upon by the examiners. They may refuse certificates to those whose character is not satisfactory.

Certificates by Examination:

33. *Normal training* is a prerequisite for admission to the county examination. This training must be in a recognized institution for the training of teachers. A number of

summer schools were approved for this purpose for their summer session of 1914, including some schools of temporary organization. It will be the policy of the Department of Public Instruction, however, to limit its approval after a time to schools of permanent standing. Normal training secured in the past will be given due credit, if the institution in which it was secured is subsequently recognized; and if the credentials are not such as county boards are authorized to accept by circulars of instruction from the State Superintendent, they should be secured in official transcript and forwarded by the county superintendent to the State Superintendent for evaluation. Likewise, credit will be given for work done in approved arts colleges so far as fifty per cent. of it is in education and allied subjects. For instance, one having sixty semester hours of credit in an arts college of approved standing, if that work included six hours of psychology, and 3 hours of sociology, could secure credit for 18 hours of normal training which is equivalent to eighteen weeks. No mere review of common branches will be given credit, and it is desired that part of the work taken be professional, embracing such subjects as general method, science of education, pedagogy, school management, and, if practicable, practice teaching and observation of teaching. No credit may be given for a course not completed with credit or for a term of less than six weeks.

34. *Extension work* will not be given credit unless it is done with an approved school. Such schools will be held responsible for the character of the work done in their extension classes. Credit will not be given for correspondence work unless this work is given full credit with a recognized institution. A maximum will be placed on the amount of extension work that may be done in one year. This may be five semester hours, which may be regarded as the equivalent of six weeks of class room instruction. However it is not recommended that the first six weeks of normal training be secured by extension work.

35. *The amount of normal training* is to increase each year until 1920. Six weeks of training is the requirement for 1915, twelve weeks for 1916, eighteen weeks for 1917,

twenty-four weeks for 1918, thirty weeks for 1919, and thirty-six weeks for 1920 and thereafter. The amount is the same for elementary, high school and special teachers, but the training should be in preparation for the respective grades of teaching. Certificates of training on forms prescribed by this Department should be secured from the approved schools attended and presented to the county examiners. One entitled to such certificate should write to the school and secure it.

36. *High school training* is a prerequisite for admission to the county examination. An applicant for a high school or special certificate must have had at least two years of high school training; after January 1, 1920, this is increased to graduation from a first-grade high school. An applicant for an elementary certificate must have had one year of high school training; after January 1, 1920, this is increased to two years. In each case the law specifies that the equivalent of this training may be offered, and this Department will admit as the equivalent of one year of high school training for the present three years of successful teaching and one year of certified reading circle credit, or two years of teaching and two years of reading circle credit. As the equivalent of two years of high school training, double these amounts of experience and reading circle work will be accepted. Official evidence of all required training must be presented to the examiners before beginning the examination.

37. *Experienced teachers* are required to have the normal and high school training or equivalent as specified above in order to enter an examination for a certificate. But many experienced teachers hold renewable certificates.

38. *A practical test in actual teaching* must be passed by every applicant for a county teacher's certificate by examination. By law the test shall include three subjects of instruction, unless the applicant desires a special certificate, in which case three separate tests shall be given. The practical teaching test must be satisfactorily completed before the applicant is granted a certificate. Certification of this work in the form prescribed in Appendix B of this bulletin must be secured by an applicant within thirty days after the last

day of the written examination. A prospective applicant for a certificate by examination should give notice to the county superintendent sixty days before taking the examination. If such notice is not given thirty days before taking the last half of the examination the board of examiners will not be responsible if such teaching test cannot be arranged for. In no case can the board of examiners be responsible if such test cannot be arranged for if notice of the desire to take the examination during the summer is not given sixty days before the rural schools adjourn for vacation.

39. *The practical test is conducted* by a member of the board of examiners, a local supervisor, a teacher of method, or any other competent person authorized by the county board of school examiners. The law prescribes also that "applicants without previous teaching experience may be given such test in the practice department of a recognized summer school." The supervisor or teacher of method must be definitely delegated by the county board of examiners or must have charge of practice work in the summer school.

40. *The rules for the test,* the method of scoring, etc., will be found in Appendix A of this bulletin. The form for the score card will be found in Appendix B of the bulletin. Details for the purpose of suggesting points in good teaching will be found in Appendix C.

41. *Teachers taking the second half* of the examination in any given year must meet the requirements as to training lawful in that year; it does not suffice to meet the conditions in force at the time that the first half of the examination was taken.

42. *The grades recommended* by the Department of Public Instruction are as follows: for a one-year certificate — average, 75%; minimum, 65%: for a three-year certificate — average, 85%; minimum, 75%; experience, 8 months. It is the desire of this Department that the various county boards of examiners have rules prescribing these grades. It is desired also that the same minimums be required for the practical teaching test as for a branch of study, and that the grade in practical teaching be averaged with the grades in the various branches of study to determine the

average on which the certificate is issued; that is, that the practical teaching grade be counted the same as a grade in one branch.

43. *No one-year county certificate* can be renewed, unless it is a certificate secured without examination on normal credits as explained in sections 59 and 61. Not more than three one-year county certificates can be issued, subsequent to May, 1914, to the same person. Likewise, not more than one original three-year certificate can be issued to the same person. But a three-year certificate secured subsequent to May, 1914, can be renewed once or twice at the discretion of the examiners. For the second and third one-year certificates and for the three-year certificates (not the renewals) the amounts of normal and high school training required at the dates the respective examinations are taken are prerequisite. If a teacher secures a temporary certificate, such teacher may secure also the full number of regular certificates; but one who secures two temporary certificates may secure but two additional one-year certificates, and one who secures three temporary certificates may secure but one one-year certificate. The result of this legislation is that no teacher, not already regarded as an experienced teacher, can continue in the profession in county schools for more than about twelve years, unless he secures by the end of that period a certificate from some other source than the county examiners. This would have to be a state life certificate secured as explained under that title above, or a state provisional certificate as explained under "State Provisional Certificates" above. In either case the teacher must by the end of twelve years have secured two years of normal or college credits in order to continue elementary teaching.

44. *If a teacher has had the full number of certificates* of a given kind that is legal in one county, that teacher could not legally secure additional certificates of that kind in another county.

45. *One half of the subjects* in which an applicant is examined may be taken on one day and the remaining subjects not later than the second examination day thereafter. Moreover, if an applicant electing to take the examination in two days fails to obtain on the first day a grade of 75% or more

in any subject or subjects, such applicant may elect to be re-examined in such subject or subjects on the second day on which he is to be examined. One who has once completed an examination, whether in one or two days, and has failed to get satisfactory results cannot be re-examined in only a branch or branches in which he has failed; he must take the entire examination again.

46. *The division of subjects* between the first and second days of examination is by law in the hands of the respective county boards of examiners.

47. *The times of holding county examinations* are fixed by law. They are held on the first Saturday of September, October, January, March, April and May, and the last Friday of June and August. The places of holding the examinations are determined by the respective county boards of examiners. County boards of examiners are not authorized by law to advertise the examinations.

48. *All questions* used in county examinations are furnished by the Superintendent of Public Instruction, and are shipped under seal to the county superintendents who are ex officio clerks of the county boards of examiners.

49. *The date on which a certificate becomes valid* is by law the first day of September following the examination, unless application is made for a temporary certificate in which case the certificate granted as a result of the examination will be made valid only *until* the first day of September following. Two certificates, one regular and one temporary, cannot be issued on the same examination.

50. *A fee of fifty cents* must be paid by each applicant on the day of the examination. If the examination is taken on two days a fifty cent fee must be paid each day. Some boards of examiners require also a postage fee of a few cents.

51. *All papers are graded* by the respective county boards of examiners. If any applicant believes that his manuscripts have been unfairly graded he may review them with the member or members of the board having them in charge at any time within sixty days after receiving his returns from the examination. If he still believes that he has been unfairly graded he may forward a fee of one dollar and an affidavit setting forth the facts as he believes them and the

Superintendent of Public Instruction will have the manuscripts sent to his office and regraded.

52. *Uniform forms for certificates* are furnished in sample by the Department of Public Instruction and are recommended for use of all county boards of examiners.

53. *Applicants for elementary certificates*, besides passing the practical teaching test, are examined in reading, arithmetic, history of the United States, elementary agriculture, the theory and practice of teaching, orthography, writing, English grammar and composition, geography, physiology including narcotics, and literature. The first five of these subjects of examination are given in the forenoon sessions, and the last six in the afternoon sessions.

54. *Applicants for high school certificates*, besides passing the practical teaching test, are examined in algebra, rhetoric, physics, the theory and practice of teaching, and at least three branches selected by the applicant from the following: literature, physiology including narcotics, civil government, geometry, physical geography, botany, high school agriculture, literature, general history, Latin, German, civil government and chemistry. Of these subjects, rhetoric, physics, theory and practice of teaching, and the first six electives are given in the forenoon sessions, and algebra and the last six electives in the afternoon sessions. A holder of a state elementary certificate applying for a county high school certificate shall be given credit without examination in the subjects on which he was examined for the state certificate. A high school teacher's certificate does not necessarily carry grades in the subjects which the teacher is teaching.

55. *Applicants for special certificates*, besides passing the practical teaching test, are examined in the special subject or subjects and in the theory and practice of teaching. Questions in Public School Music and Drawing are transmitted to each county for each examination. Those desiring examination in gymnastics, German, French, Spanish, the commercial or industrial branches, or any one of them, should apply to the county superintendent in ample time for him to secure such special list or lists from the Superintendent of Public Instruction. Those desiring examina-

tion in commercial or industrial branches should specify just what ones are desired. Applicants for short-hand examinations should state the system used. Those who are to be examined in typewriting should arrange to have a machine at the examination room. Applicants for drawing certificates should have ruler, compasses, charcoal, crayons and water color box.

56. *Questions in theory and practice* for both elementary and high school certificates will be based in part on the Ohio teachers' reading circle books in pedagogy of the current year. If there are two such books (as in the year 1914-1915) there will be three sections of questions of four each; two of these sections must be taken entire; the questions of one section will be based on one of the pedagogical books, of another section on another, and the questions of the third section will be based on no particular book. There will be separate sets for elementary and high school teachers. Applicants for special certificates may be required to take either the elementary or high school theory and practice at the discretion of the examiners. The reading circle books for a given school year will be made the basis for theory and practice questions from the October examination of that year to the September examination following, inclusive.

Certificates Without Examination:

57. *A temporary certificate* valid only *until the next examination* may be issued between examinations by a county board of school examiners. Such a certificate should not be issued to any person who does not possess the qualifications in respect to normal and high school training necessary to admit him to an examination. Not more than one such temporary certificate without examination should be issued to the same person in any one year.

58. *An emergency certificate* valid for one year may be granted by the county board of school examiners with the approval of the Superintendent of Public Instruction to an applicant who has had as much as one year of experience in teaching in the public schools, whenever there is a shortage of teachers in a given district of a county. Such a certificate should not be placed in the hands of an applicant until the case

has been plainly stated to the Superintendent of Public Instruction, after the county superintendent has given the action his endorsement, and the Superintendent of Public Instruction has given his formal approval. Such certificates may be elementary, high school or special. They are not renewable.

59. *Those completing one-year courses* with credit in approved normal schools may be granted one-year certificates without examination. The granting of such a certificate is at the discretion of the county board of school examiners in case such an applicant has not also graduated from a first-grade high school; but the board must grant the certificate (unless there are objections on moral grounds) if the applicant is such a graduate and is of legal age. But no work done previous to the formal recognition of any normal school shall serve as a qualification for these certificates. For instance: if a normal school is approved in September, 1916, the work done in that school in the year ending in June, 1915, will not qualify an applicant to receive such a certificate. No school was approved for such purposes before September, 1915, and therefore no credentials earned before that date can be accepted.

60. *High school certificates* may be granted to those who have completed one-year normal courses as prescribed in the paragraph above, in case the year of training has been for high school teaching. Special certificates may be granted under similar conditions.

61. *A renewal for one year or for three years* of such a certificate issued on normal credits may be granted by a county board of school examiners. The certificate may be renewed twice for one year, and then three times for three years each. But if the first or second renewal is for three years, only two more renewals (for three years each) can be granted. A teacher who has taught twelve years on such a certificate would not be eligible to take the county examination for additional county certificates. The teacher must by that time secure a State certificate. But if all county certificates and renewals secured under the new law do not aggregate twelve years, the teacher might secure additional one-year certificates by examination. On the same principle,

if a teacher has held one or more certificates by examination under the new law, and then secures upon normal training a one-year certificate, that certificate should not be renewed up to an aggregate of twelve years, but only to an aggregate of twelve years minus the period that the teacher taught on certificates secured by examination under the new law.

62. *A former law* which provided that a county board of school examiners might make regulations to grant certificates to graduates of normal schools and colleges on examination in theory and practice of teaching and science of education only expired by repeal May 19, 1914. It was required that such certificates be issued first for one year, but that they might be renewed for longer terms. Original certificates issued under this law are not renewable under present laws, but two- or three-year certificates already granted as renewals of such certificates may be renewed at the discretion of the examiners upon evidence of five years of experience in teaching in public schools.

63. *Certificates issued by other county and city* boards of examiners may be presented to a county board of examiners for recognition. The examiners at their discretion may issue a certificate in their own county, without examination, to the holder of such certificate. Examiners may make such oral or written tests as they deem wise to assist them in determining whether to grant the certificate. An examination in agriculture should be required if this subject is not found on the certificate presented. A certificate so issued must not be for a longer term of years than that for which the original certificate was written. But if such a certificate is presented for recognition subsequent to September 1st of any year, and the holder requires a certificate for the current school year, the board of examiners in the county in which the holder is to teach may issue a temporary certificate on it, and at a later regular meeting may at their discretion issue on the same certificate a regular certificate valid for one or three years from the following September 1st, also. The certificate on which such certificate is issued is not thereby terminated.

64. *The recognition of certificates* from other states was not contemplated by this law, and this Department advises that no certificates be issued on such certificates.

Renewals of Certificates:

65. *Five- and eight-year certificates* are renewable by the Superintendent of Public Instruction, provided the teacher has taught successfully until the time of renewal. These five- and eight-year certificates were under the old law professional certificates and they are valid in any county of the State. The renewals are valid in any school district of the State. But no such professional certificate, if a county elementary certificate, will be renewed unless it has on it a grade in agriculture, or is accompanied by a separate certificate in agriculture for five years or with a grade of at least 90 per cent. County boards of examiners are authorized to examine in agriculture, at the time of a regular examination, teachers requiring a grade for this purpose.

66. *No subject will be added* to the statutory branches on the renewal, even if there were such subjects on the certificate renewed.

67. *Evidence of normal training* is not required for renewals.

68. *An application blank* for renewal should be sent for by any one desiring such renewal. Address Superintendent of Public Instruction, Columbus, Ohio. After February 1, 1915, no certificate will be renewed which expired more than four months before the date of application for renewal; up to that date certificates which expired subsequent to August 31, 1913, will be considered renewable. Renewals will read from the date of application to a date five or eight years from the preceding September 1st, until February 1st, after which time they will be valid for five or eight years from the following September 1st. Certificates expiring at any time during a given school year will be renewed at any time within four months of their expiration. No certificate will be renewed sooner than indicated in the two preceding sentences.

69. *But no certificate will be renewed* unless the holder has been teaching the year before the application for renewal; except in the case of a teacher who has taken a year for study or

travel, or who has been compelled to retire temporarily on account of health or inability to secure a position, provided adequate evidence of these facts is presented. Formal employment as a regular substitute will be considered as teaching, provided the services rendered were satisfactory.

70. *Repeated renewals will be granted* on the same terms as first renewals.

71. *A fee of fifty cents* must accompany an application for renewal. Stamps are not accepted. A fee of twenty-five cents is charged for a duplicate of a renewal which has been lost or destroyed.

72. *Two- and three-year certificates under the old law,* that is, granted previous to May 19, 1914, are renewed by county boards of examiners, but can only be renewed in case the holder gives proof of five years' successful teaching experience. The renewals of these certificates are entirely at the discretion of the county boards of examiners of the respective counties in which the certificates were issued. The law does not require normal or high school training as a prerequisite for such renewals. A renewal or refusal to renew should be determined primarily by the knowledge of the teacher possessed by the examiners, and not by an examination as in theory and practice, although the latter might be used to settle a doubtful case.

73. *If a renewal of a certificate is refused* the teacher cannot try for a certificate by examination unless the teacher has the training prerequisite at that date.

74. *Special certificates including special primary certificates* granted under the old law, as well as elementary and high school certificates, may be renewed as explained in the preceding paragraphs.

75. *The law places no limit* upon the number of renewals of these certificates issued under the old law that may be granted in case the teacher has had five years of successful experience at the time of the first renewal after May 19, 1914.

76. *If a board in another county or city* should issue a three-year certificate on such a three-year certificate, the certificate thus issued would be renewable on the same conditions that the certificate on which it was based would have been

renewable. To this end all certificates and renewals must show under what law they were issued.

77. *A certificate ceases to be renewable* if application is not made within four months after its expiration. Renewals by boards of examiners after May 1, 1915, must all be dated the first of September following the granting of the renewal. Those issued before that date should be made valid from the date of application for renewal for the given period from the first of September, 1914.

78. *Three-year certificates granted by examination* under the new law, that is, subsequent to the May examination in 1914, are renewable twice only at the discretion of the county examiners. Additional high school or normal training are not required by law as prerequisites for such renewals. A renewal or refusal to renew should be determined primarily by the knowledge of the teacher possessed by the examiners. If the renewal of a three-year certificate is refused, and the teacher has already held three one-year certificates under the new law, the teacher cannot secure a certificate again even by examination. A teacher deemed unworthy of such renewal by the county examiners would very likely be refused a state certificate even if the necessary credits for such had meanwhile been secured. If a teacher who is refused a renewal of a three-year certificate had not already held three one-year certificates under the new law, that teacher might take the examination (provided the teacher had the prerequisites in effect at that date) and secure another one-year certificate.

79. *One-year certificates without examination* granted by county boards of examiners to those who have completed one year's work in an approved normal school may be renewed for either one year or three years at the discretion of the county board of examiners. Such a certificate may be renewed twice for one year, and then three times for three years each. But if the certificate is renewed for three years the first or second time of renewal, it can be renewed but twice more (for three years each time). The principles which should govern the examiners in passing on these cases are the same as outlined in paragraphs 72 and 78 above. Furthermore, if the teacher holding such a certificate al-

ready had taught on a certificate granted by examination under the new law, the number of years taught on that certificate should be subtracted from the twelve years which it might otherwise be possible to keep alive the certificate without examination by renewing it. Additional information on such cases is found in section 61 above. Such a certificate transferred to another county may be made the basis of a new certificate in that county, which may be renewed for like periods; the total number of renewals should not exceed the number to which the teacher would have been eligible without changing counties.

CITY CERTIFICATES.

80. *Only those municipalities classed as cities* have boards of examiners apart from the county boards of examiners. The certificates issued by a city board of examiners are valid only in the given city school district. County certificates in a county are not valid in the cities located in the county.

81. *State certificates and renewals* of county and city certificates are valid in all school districts of the State, city districts included.

82. *Superintendents and high school principals* and high school teachers must hold high school certificates. Principals of elementary school buildings are required to hold elementary certificates only. Teachers teaching part time in high school and part time in elementary school should hold both certificates.

83. *The superintendent of schools is a member* and is clerk of the city board of school examiners.

84. *At least two meetings* of a city board of examiners is held each year, notice of the time and place of which must be published in some newspaper circulated in the district. The examinations must be held in some school building in the district.

85. *No person under eighteen years of age* can be granted any teacher's certificate or be admitted to an examination for a teacher's certificate.

86. *Five- and eight-year city certificates* are valid in all cities of the State. However the laws providing for the issuing

of such certificates have been repealed, but the existing certificates continue valid as before. Renewals of these certificates are made valid in all school districts of the State as explained below in sections 104 and 105.

87. *The moral character* of all applicants is to be passed upon by the examiners. They may refuse certificates to those whose characters are not satisfactory.

88. *The date on which a certificate becomes valid* is by law the first day of September following the examination. If a certificate is needed from the time of the examination *to* the first day of the following September there is no section of the law definitely providing for it. It is recommended that in such a case a temporary certificate be issued so valid to one who has passed the examination successfully, but that two certificates, one regular and one temporary, be not issued on the same examination. It is desired on this account that no city examinations be held in September, and it is hoped that the contingency just mentioned will seldom arise.

89. *The fee for applicants for city certificates* is not specified by law, but the fee commonly collected is fifty cents, the fee prescribed by law for applicants for county certificates.

Certificates by Examination:

90. *The standards of qualifications* of teachers may by law be determined by the city boards of examiners. High school and normal training and a practical test in actual teaching are not prescribed by law as prerequisites for entering a city examination as they are for entering a county examination. However most city boards of examiners or city boards of education have set standards higher than those now set for county certificate applicants. Besides the law prescribes that a city board of examiners may enter any school in the district to investigate a teacher's qualifications.

91. *Questions* used in city examinations are prepared by the city examiners. They are permitted by law to employ other persons to prepare questions in branches in which they do not feel well qualified to write lists. The Department of Public Instruction has made arrangements with some city boards of examiners for the holding of city examinations

on the same days as county examinations of certain months, and in those cases transmits under seal to city superintendents as clerks of boards of city examiners sets of the same questions as are used in the county examinations.

92. *All papers are graded* by the members of the board of examiners unless an expert was appointed to conduct examinations in some particular branch. Certificates should be signed by the members of the board of examiners. An appeal from the grades given by the board may be made to the Superintendent of Public Instruction under the same conditions as an appeal from the findings of a county board of examiners, as explained in section 51 of this bulletin.

93. *The grades required* for one-year certificates and the grades and experience required for three-year certificates are determined by the rules of the city boards of examiners. In section 42 of this bulletin may be found the grades generally adopted by county boards of examiners upon the recommendation of this Department.

94. *The number of one-year and three-year* city certificates that may be issued to one person is not limited by law, as is the case with county certificates.

95. *A city examination usually occupies two consecutive days.* The applicants are therefore usually not permitted to take part of the subjects at one examination and part at a successive examination. This also makes it inconvenient for city boards to use the questions prepared by the Department of Public Instruction.

96. *Applicants for elementary certificates* are examined in orthography, reading, writing, arithmetic, English grammar and composition, geography, history of the United States, physiology including narcotics, literature, elementary agriculture, and the theory and practice of teaching. But boards of examiners may, at their discretion, require an examination also in drawing, music or German, if such subjects are a part of the regular work of the teacher.

97. *Applicants for high school certificates* are examined in algebra, rhetoric, physics, the theory and practice of teaching, and at least three branches selected by the applicant from the following: literature, general history, physiology including narcotics, Latin, German, civil government, ge-

ometry, physical geography, botany, chemistry, and high school agriculture. A holder of a State elementary certificate applying for a city high school certificate shall be given credit without examination in the subjects on which he was examined for the State certificate. A high school teacher's certificate does not necessarily carry grades in the subjects which the teacher is teaching.

98. *Applicants for special certificates* are examined in the special subject or subjects and in the theory and practice of teaching.

Certificates Without Examination:

99. *Temporary certificates* without examination may be issued between examinations valid only until the next examination held by the board.

100. *Certificates issued by other city or county* boards of examiners may be presented to a city board of examiners for recognition. At their discretion they may issue a certificate in their own city district, without examination, to the holder of such a certificate. Further regulations regarding such action are found in sections 63 and 76 of this bulletin.

101. *A former law,* which provided that a city board of school examiners might make regulations to grant certificates to graduates of normal schools and colleges on examination in theory and practice of teaching and science of education only, expired by repeal May 19, 1914. It was required that such certificates be issued first for one year, but that they might be renewed for longer terms. Original certificates issued under this law are not renewable under present laws, but two- or three-year certificates already granted as renewals of such certificates may be renewed at the discretion of the examiners upon evidence of five years of experience in teaching in public school.

102. *The fact that this law is repealed* indicates that the legislature has taken away from city boards of examiners all power to issue certificates of any kind on college credentials.

103. *The new forms of certificates* treated in sections 58, 59 and 60 of this bulletin may be issued only by county boards of examiners, and when so issued are not valid in city districts, unless recognized as noted in section 100 above.

Renewals of Certificates:

104. *Five- and eight-year certificates* are renewable by the Superintendent of Public Instruction of Ohio, provided the teacher has taught successfully until the time of renewal. These five- and eight-year certificates were under the old law professional certificates, and they are valid in any city of the State. The renewals are valid in any school district of the State.

105. *For further regulations and directions* regarding these renewals see sections 65 to 71 of this bulletin. As drawing, music and German are statutory branches for city certificates, they are named on the renewal if they were included on the original certificate. As agriculture was not a required branch for city teachers when these certificates were issued it is not required for renewal.

106. *Two- and three-year certificates* granted under the old law, that is, granted previous to May 19, 1914, are renewed by city boards of examiners, but can only be renewed in case the holder gives proof of five years' successful teaching experience. The renewals of these certificates are entirely at the discretion of the city boards of examiners of the respective cities in which the certificates were issued. The law does not require normal or high school training as a prerequisite for such renewals. A renewal or refusal to renew should be determined primarily by the knowledge of the teacher possessed by the examiners, and not by an examination as in theory and practice, although the latter might be used to settle a doubtful case.

107. *A certificate ceases to be renewable* if application is not made within four months after its expiration. Renewals by boards of examiners after May 1, 1915, must all be dated the first of September following the granting of the renewal. Those issued before that date should be made valid from the date of application for renewal for the given period from the first of September, 1914.

108. *Special certificates* granted under the old law, as well as elementary and high school certificates, may be renewed as explained in the preceding paragraph.

109. *The law places no limit* upon the number of renewals of these certificates issued under the old law that may be

granted, in case the teacher has had five years of successful experience at the time of the first renewal after May 19, 1914.

110. *Renewals of certificates issued on certificates* secured from other boards of examiners are treated in Section 76 of this bulletin.

111. *One-year or three-year certificates* granted by examination under the new law, that is subsequent to May 19, 1914, are renewable twice only at the discretion of the city examiners. One-year certificates should be renewed each time for one year, and three-year certificates for three years. If additional certificates were later secured by examinations they might likewise be renewed.

APPENDIX A.

FORM PRESCRIBED BY THE SUPERINTENDENT OF PUBLIC INSTRUCTION FOR TESTS IN ACTUAL TEACHING PROVIDED FOR IN SECTION 7825, GENERAL CODE.

I. PUPILS TO BE TAUGHT

The pupils to be taught in any teaching test must, if possible, be not fewer than three in number.

They must be taught in a subject that they are regularly pursuing. They should be taught in a lesson coming in its natural sequence in the book or course, or which has been chosen by a regular or competent teacher as a suitable lesson.

The lesson should be one previously assigned, and on which the pupils have had the usual opportunity for preparation.

II. STYLE OF SUPERVISION OR CRITICISM

The lesson must be given in the usual environment of the class to be taught. The applicant tested must proceed without further ceremony than a mere word of introduction on the part of the supervisor or acting critic teacher. No assistance is to be rendered the applicant tested unless it be help in designating pupils. All required material must be seen to beforehand by the applicant to be tested.

By law the acting critic teacher referred to above may be "a member of the board of examiners, a local supervisor, a teacher of method, or any other competent person authorized by the county board of school examiners to make such test."

III. SUBJECTS

The subjects to be used in teaching tests for elementary teachers shall be reading, and any two of the following chosen by the acting critic teacher: arithmetic, geography, physiology, history, grammar, agriculture. The subjects to be used in teaching tests for high school teachers shall be any three subjects chosen by the applicant.

IV. DURATION

Each lesson which serves as a teaching test for an applicant for an elementary certificate shall occupy not less than ten nor more than twenty-five minutes including the time of assignment of the next lesson. A lesson which serves as the teaching test for an applicant for a high school certificate shall occupy not less than twenty minutes. In each case the applicant tested shall have a day's notice of the time at disposal.

V. ASSIGNMENT OF TEST LESSON

If the school is not the one being regularly taught by the applicant tested, the applicant must have visited it the preceding day and must have heard the assignment of the lesson to be taught.

VI. ORDER

The order of pupils not in the class, who are not the pupils of the applicant tested, and whose work for the period was not assigned by the applicant tested shall not be considered in the scoring of the test.

VIII. TIME OF HOLDING

By law "applicants without previous teaching experience may be given such class room test in the practice department of any recognized summer school." Recognized summer schools may therefore arrange to carry on and score such teaching tests.

It is preferable that the teaching tests in other cases be given in the room already taught by the applicant, as the entire atmosphere maintained by the teacher may then be of assistance and should be considered in forming the estimate.

The three tests may be all given at the same session or may be given at different sessions. They may all be with the same class or they may be with different classes.

Three consecutive scored lessons must be counted; an applicant cannot get credit for the three best out of four or more.

Each lesson shall be separately scored and the total of scores divided by three shall determine the applicant's grade.

If an applicant fails to make the requisite grade in the teaching tests, no further test shall be given for four weeks after the last one of the three which counted in the grade.

Teachers shall notify county superintendents sixty days before the date of the written examination, if practicable, of the intention to take such examination. Failure to give such notice thirty days before taking the last half of the examination relieves the board of examiners of responsibility if they cannot arrange such teaching tests. In no case can the board of examiners be responsible if such test cannot be arranged for if notice of the desire to take the examination during the summer is not given sixty days before the rural schools adjourn for summer vacation

VIII. METHOD OF SCORING

The following shall be the weights in scoring the teaching tests:

Consideration.	*Perfect grade %*
Ability to command sustained attention	10
Success in relating subject to child's former lessons and experience	7
Correctness of speech and position on part of teacher and enforcement of correct speech and position of pupil	10
Enforcement of accuracy of statement	7
Ability to provoke thought and develop thought relations	10
Skill in assignment of next lesson	10
Complete occupation of time	5
Success in avoiding distraction and petty disorder	3
Proper modulation of voice	3
Skill in questioning and in drawing forth full answers	10
Skill in use of blackboard and apparatus	3
Ability to amplify and illustrate facts	8
Organization of material into a connected whole	7
Relating of lesson to life needs	7
Total per cent	100
Less discount for any serious fault not clearly covered in score above, namely, etc	x
Net score	xx

IX. METHOD OF CERTIFYING AND EMPLOYING THE RESULTS OF THE TEST

The score of each test shall be on a form furnished by the Superintendent of Public Instruction. The score shall have a space on which the applicant shall certify the date, place, subject and acting critic teacher of the last preceding practice teaching test given him or her.

The score card shall be made out in duplicate. One copy shall be given the applicant and one filed with the institution or board to which the acting critic teacher belongs or by which the acting critic teacher was delegated.

Such test shall be of effect as a practical test for an applicant at any examination of teachers held within one year.

APPENDIX B.

FORM OF CERTIFICATE OF PRACTICAL TEACHING TEST FURNISHED BY SUPERINTENDENT OF PUBLIC INSTRUCTION.

STATE OF OHIO.

PRACTICAL TEACHING TEST CERTIFICATE.

(To be filled by applicant)

....., Ohio, ..., 19....

This certifies that the last practical test in actual teaching on which I was marked was given....., 19...., at.....
(name and
.....; that the subject of instruction was
location of school)
.....; and that the acting critic teacher was.....
.....

.....
(Signature of Applicant)

(To be filled by acting critic teacher)

....., ..., ..., 19....

This certifies that.....was this day given a practical test in actual teaching in.....
(Subject)
at....., and that I rate her
(Name and location of School)
ability as follows:

	Consideration	*Perfect grade.*	*Applicant's grade.*
1.	Ability to command sustained attention.....	10	.....
2.	Success in relating subject to child's former lessons and experience.....	7	.....

3.	Ability to provoke thought and develop thought relations	10	.....
4.	Skill in questioning and drawing forth full answers	10	.....
5.	Ability to amplify and illustrate facts	8	.....
6.	Organization of material into a connected whole.	7	.....
7.	Enforcement of accuracy of statement	7	.....
8.	Correctness of speech and position of teacher and enforcement of correct speech and position of pupil	10	.....
9.	Complete occupation of time	5	.....
10.	Success in avoiding distraction and petty disorder	3	.....
11.	Proper modulation of voice	3	.....
12.	Skill in use of blackboard and apparatus	3	.....
13.	Relating school work to life needs	7	.....
14.	Skill in assignment of next lesson	10	.....
	Total per cent	100	.....

Less discount for any serious fault not clearly covered in score above, namely,

....

....

....

Total deducted: .....

Net score: .....

.....
(Signature)

.....
(Office)

Authorized to give such test by virtue of { delegation by county board of school examiners of.....County. / position as critic teacher in..... / ....., a recognized summer school.

APPENDIX C.

The following details which pertain to the various general heads on which a teacher is marked in the practical test in actual teaching are published as *suggestions to the teacher,* to help the teacher discern his points of weakness and strength*; they are not printed with the intent that acting critic teachers use them in the immediate marking of a teacher.

1. Ability to command sustained attention.
   - Is good attention secured and held?
   - Is the teacher's manner decided? Enthusiastic? Poised?
   - Does she keep her entire class in the margin of consciousness?
   - Is the teacher reasonable and tolerant?
   - Are the pupils energetic? Responsive?
   - Are the pupils encouraged?
   - Do pupils ask pertinent questions?
2. Success in relating subject to child's former lessons and experience.
   - Are essential reviews given?
   - Does teacher avoid telling what pupils should discover?
   - Are associations and comparisons made by connections with things in the pupils' knowledge and experience? By appealing to their knowledge and judgment?
   - Is the teacher resourceful?
   - Is the material kept within the pupils' comprehension?
   - Do pupils seem well grounded in previous work?
3. Ability to provoke thought and develop thought relations.
   - Does the teacher avoid unnecessary telling?
   - Are topical recitations used?
   - Is adherence to the book by teacher avoided?
   - Are vital points emphasized?
   - Are pupils discouraged from reciting in words of book?
   - Are the pupils led to show exactness and thought by questions of How? Why? When? Where?
   - Do pupils take the initiative?
   - Is the work systematic?
4. Skill in questioning and drawing forth full answers.
   - Are questions prompt? Clear? Concise? Logical?
   - Are questions asked before naming pupil?
   - Are questions properly distributed?

* See Normal School Bulletin, August, 1914, pages 70-71, also Form 23, prepared by Department of Public Instruction for scoring teachers.

Is repetition of pupils' answers avoided?
Are full statements secured?
Are other means of expression than oral expression provided?
Were pupils prompt in rising and responding?
Can most pupils answer?

Negative.

Were questions obviously suggested by the book?
Were interruptions by holding up hands permitted?
Are non-essential errors too much emphasized?
Are answers to questions suggested?
Are questions answered by "yes" or "no"?

5. Ability to amplify and illustrate facts.
Does the teacher show careful preparation?
Does the teacher show originality?
Is her language effective?
Does she keep clear the purpose of the lesson?
Is there discrimination between essentials and non-essentials?
Are pupils' difficulties cleared?
Does the illustrative material stimulate initiative of pupils?

Negative.

Is the teacher too talkative?

6. Organization of material into a connected whole.
Is the teaching fixed on essentials?
Are the pupils required to organize material?
Are pupils left with a clear idea of the purpose of the lesson?
Are important points fully developed?
Is the knowledge generalized?

Negative.

Is the teaching rambling?

7. Enforcement of accuracy of statement.
Is there sufficient drill?
Are answers fluent?
Can pupils test their own solutions?

Negative.

Do pupils talk unnecessarily or without point?
Are replies badly worded?
Do pupils speak indistinctly?

8. Correctness of speech and position of teacher and enforcement of correct speech and position of pupil.
Is the teacher neat?
Is the teacher dignified?

Is the teacher graceful?
Is the teacher courteous?
Does the teacher speak distinctly?
Are the teacher's statements simple and easily understood?
Are mistakes in pupils' language corrected?
Do pupils sit well? Stand well?
Are postures demanded easy and hygienic?
Are the pupils required to be clean?

Negative.

Are mistakes in language made by teacher?

9. Complete occupation of time.
   Are material and devices all ready?
   Are they distributed quickly?
   Are classes called and dismissed promptly?

Negative.

Is there delay because response is not secured?
Is there delay because the teacher has no lesson outline?
Is the teacher slow to react?
Is time lost through teacher's nervousness?
Through lack of concentration of teacher?

10. Success in avoiding distraction and petty disorder.
    Is class moved quickly and without confusion?
    Are pupils at seat quiet? Diligent?
    Does teacher at once exact compliance with directions?
    How would you grade on general governing power?
    Is attention paid to atmosphere and temperature?

11. Proper modulation of voice.
    Clearness of tone.
    Distinctness of enunciation.
    Low or medium pitch.
    Expressiveness.
    Is tone soft or moderate (not loud)?

12. Skill in use of blackboard and apparatus.
    Are devices well adapted?
    Is work of pupils on board neat and orderly?
    Is the work of the teacher a good model?
    Is apparatus and material cared for?
    Can teacher make good sketches on board? Diagrams?
    Does the teacher manipulate apparatus well?
    Does the teacher get main point by use?

13. Relating school work to life needs.
    Is teacher sympathetic?
    Devoted to work and pupils?
    Is the room tidy and attractive?

Are pupils effectively taught care of property?
Are pupils persuaded to persevere?
Is the pupils' originality developed?
Does teacher have interest in community?
Is teacher a social help to pupils?
Are manners taught?
Is work adapted to pupils' future needs?
Is work adapted to pupils' present needs?
Is pupils' resourcefulness developed?

14. Skill in assignment of next lesson.
Was assignment related to present lesson?
Was it definite and clear?
Was sufficient time given to it?
Was the proper amount of material selected?
Was it such that pupils could attack it intelligently?
Did it leave pupils eager to attack it?

APPENDIX D.

FORM FOR EXAMINERS' RECORD.

RECORD OF TEACHER'S EXAMINATION.

Name _____ *Address* _____

SURNAME. GIVEN NAME.

Application No.

Certificate Letter and Number

Certificate Dated

Date of 1st Exam.

Date of Final Exam.

Date of Expiration

Place of Birth _____ Age _____ Months Taught _____ Sex _____

How Many and Character of Certificates Secured under 1914 Laws: _____

Character of Last Certificate _____

High School Training _____

Normal Training _____

Orthography	Physiology	Algebra	Phys. Geography
Reading	Ele. Literature	Rhetoric	
Penmanship	Ele. Agriculture	Physics	
Arithmetic	Theory & Practice	H. S. Literature	
Grammar & Comp.		General History	Music
Geography		Civil Government	
U. S. History		Geometry	Gen. Average

Particulars of renewal or certificate issued without examination

PRACTICAL TEACHING TEST.

Critic Teacher — Subject — Date — Grade

1

2

3

Average

PUBLICATIONS OF DEPARTMENT OF PUBLIC INSTRUCTION.

Facts Concerning the New School Code.
Fundamentals of Physics, Chemistry and Bacteriology in Agriculture.
Guide to Safety.
High School Bulletin and Directory.
High School Standards.
Letter to Gov. Cox (by H. G. Williams).
Library and Apparatus for High Schools.
*Manual of Uniform Course of Study.
New School Legislation.
Normal School Bulletin.
Planning and Adorning the Farmstead and School Grounds.
Report, Annual Report of Superintendent of Public Instruction.
Report of School Survey Commission.
Report of the State School Book Commission.
Reports and Other Printed Matter.
Requirements for Standardized Elementary Schools.
Review of Educational Progress in Ohio (Vance).
Roster of County Superintendents.
School Laws, 1912.
School Laws, Advance Sheets.
*Uniform Course of Study in Elementary Agriculture.
*Uniform Course of Study in High School Agriculture.

* Temporarily out of print.

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